

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D. C. 20405

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GSA BULLETIN FPMR NO. B-15  
ARCHIVES AND RECORDS

TO : Heads of Federal Agencies

SUBJECT: U.S. Government Correspondence Manual

1. Purpose. This bulletin announces the availability of a new edition of the U.S. Government Correspondence Manual.
2. Expiration date. This bulletin expires December 31, 1968.
3. Background. The 1960 edition of the U.S. Government Correspondence Manual replaced a large number of individual agency manuals. Well over 200,000 copies were distributed throughout the Federal community. The guidelines presented in that edition were a composite of correspondence practices used in many Federal agencies. Since 1960, considerable change has occurred in Government and industry regarding the preparation of correspondence.
4. Contents.
  - a. Among the innovations presented in the current edition of the manual is a simplified, standardized format for all correspondence--the U.S. Government letter. Clerical benefits from the adoption of the manual and the standards it contains will be realized in the routing of letters, typing of letters, stocking of correspondence supplies, and training of clerical personnel.
  - b. In addition to guidance on the preparation of letters, envelopes, and telegrams, the manual includes accepted style practices for capitalization, spelling, compound words, abbreviations, numerals, and word division. The manual is available for use throughout the Federal Government. It is looseleaf, to accommodate agency supplements.
5. Availability of copies.
  - a. The availability of the manual should be brought to the attention of officials who prescribe agencies' correspondence practices.

b. Copies may be obtained from the Federal Supply Service, GSA; Federal Stock Number 7610-889-3558, at 60¢ per copy.

c. The manual is available to the public from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402, under catalog number GS 1.6/6:c81/968, at \$1.25 per copy.

*James B. Rhoads*

JAMES B. RHOADS  
Acting Archivist of the United States